

Approved For Release 2007 CONFIDENTIAL RDP70-00211R000300110047-4

STATUS OF UNCOMPLETED PROJECTS AS OF 6 AUGUST 1954
RECORDS MANAGEMENT DIVISION

Project Number	Title	Approximate Degree of Completion	Remarks
4-77	Records Management Survey - Office of Scientific Intelligence.	99%	Draft of records control schedule and other pertinent facts relative to the survey have been submitted to OSI for comment and approval.
4-78	Records Management Survey - Office of the General Counsel	99%	Report submitted outlining disposition plan, proposed filing system and records control schedule. Awaiting return of the General Counsel's comments and approval of the survey report.
4-79	Records Management Survey - FBIID	94%	Report on survey outlining records control schedule, transfer of inactive records to Records Center and disposition of records in process of preparation.
4-80	Agency-Wide Microphotography Survey	10%	Reports required from organizations throughout the Agency in accordance with Notice [redacted] are not due until 30 August 1954. After this, they will be analyzed and recommendations made. 25X1
4-81	Security Desk Trays	86%	As soon as additional samples of new boxes are received by Procurement & Supply Division, LO, they will be distributed for experimental use. Based on the results of this experience, we will order sufficient number for Agency-wide use.
4-82	Filing System - Handbook for the Subject Classification and Filing of Correspondence Records - HB [redacted]	97%	This handbook is ready for submission to Printing & Reproduction Division with exception of one minor point raised by the Inspector General which should be resolved.

25X1

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4-83	Vital Materials Deposit Schedules for All Offices	77%	New or revised schedules are being developed with twenty (20) offices. This is a continuing project which requires periodic inspection and review with each office.
4-84	Vital Materials Microfilm Projects		The development of a schedule for microfilming materials is a continuing one. The actual microfilming operations, however, are now performed by the Printing and Reproduction Division in accordance with the transfer of this function to them effective 1 July 1954.
4-85	PI Information Reports	46%	A new form has been prepared which will provide significant improvements over the old one. The revised form is now being tested. The results of the test will determine the adequacy of the new form and this will require additional time.
4-86	Forms Index	74%	The proposed Index is now being reviewed by Area Records Officers and other interested persons. Comments are due by 31 August 1954. After they are received and reviewed, the Index will be revised and published.
4-91	Review of Records Management Program - Logistics Office	20%	At the request of the Chief, Logistics Office, we prepared a proposed Records Management Program. Its installation has been delayed because of the classification survey and other administrative difficulties which cannot be overcome. Recent contact indicates the program is still desired.

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Project Number	Title	Approximate Degree of Completion	Remarks
4-94	Office of the Comptroller Reports Management Program	23%	Project being delayed because of annual leave of Deputy Comptroller. Scheduled for resumption on 30 August 1954.
4-95	Forms Management Handbook	3%	Sufficient personnel unavailable to undertake this on a full time basis. Will be done as time and personnel permit.
4-96	Vital Materials Handbook	11%	Sufficient personnel unavailable to undertake this on a full time basis. Will be done as time and personnel permit.
4-97	Records Disposition Handbook	25%	Draft of Handbook prepared. Will be submitted to Regulations Control Staff for comment as soon as records management Regulation is processed.
4-98	Correspondence Handbook	91%	Coordination and reconciliation of recommendations have been completed. A draft of the final typed copy is being reviewed by the secretaries to the Director and his four Deputies.
4-113	Records Management Survey, Foreign Documents Division	99%	Records control schedule completed and disposal authority obtained on 26 July. Report in process of completion.
4-116	Disposition Planning - Security Office	85%	Records inventory completed; proposed records control schedule prepared and submitted for approval. Awaiting comment and approval by Security Office.
4-122	Records Management Survey - Office of Operations	90%	Records inventory completed; proposed records control schedule prepared and submitted for approval. Awaiting comment and approval by Office of Operations.
5-2	Records Management Survey - Office of National Estimates	60%	Records inventoried and records control schedule in process of completion for submission.

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